

MINUTES (DRAFT)
MEAD PUBLIC LIBRARY
FINANCE COMMITTEE MEETING
Thursday, January 24, 2013

The meeting of the Mead Public Library (MPL) Board Finance Committee was held on Thursday, January 24, 2013 in the Public Conference Room. Present Committee Members: Mr. Zylman, presiding; Mrs. Johnson, Mr. Nelson, Mrs. Quinn and Mr. Sampson. Unable to attend: Ald. Carlson. Others present: City of Sheboygan Chief Administrative Officer James Amodeo. Present Staff Members: Ms. Menzer, Ms. Winkle and Mr. Zehfus.

1. The meeting was called to order at 2:15 p.m. by Zylman.
2. Zylman determined there was a Quorum present.
3. Quinn **moved** to approve the Finance Committee minutes of December 20, 2012. **Seconded** by Nelson. The motion **passed**.
4. Zylman began review and possible action on payment of current expenditures, including payroll and recurring expenditures. Nelson **moved** to recommend the Board approve the current expenditures. **Seconded** by Johnson. The motion **passed**.
5. Zylman began review and possible action on transferring funds within the Administrative Services cost center necessary for Director recruiting services. The Committee discussed the matter. Johnson **moved** to pay recruiter expenses from Administrative Services contract services for now and determine how much to transfer later if required. **Seconded** by Nelson. The motion **passed**.
6. & 7. Zylman updated the Committee on the Strategic Fiscal Planning Committee guidelines for 2014 budget development. The Committee discussed the 5-year strategic directions and annual library initiatives. Zylman will adjust the Finance Committee budget development timeline to coincide with the city timeline as needed. Zehfus will adjust his budget preparation schedule to match.
8. Zehfus briefed the Committee on disposition of unexpended 2012 e-content funds. Nelson **moved** to transfer 2012 e-content funds into a 2013 project account for future use. **Seconded** by Quinn. The motion **passed**.
9. Zylman began discussion and possible action on library service priorities. The Committee discussed the matter. Initial priorities are: 1. Maintaining the current days and hours of service. 2. Continuing human resources expenditures at the 2013 baseline. 3. Devoting 15% of the budget to purchasing library materials. 4. Continuing to pay our fixed costs. Mr. Amodeo outlined the difficult budget position the city will be in for the 2014 budget. There was further discussion; no action was taken.
10. Menzer reported that the Bemis Family Foundation has donated \$7,000.00 to the library for furnishings and equipment for the Mead Room, the third floor children's activity and programming center.

11. Zylman stated future Finance Committee agenda items should include working on the budget and discussion of service priorities.
12. Zylman confirmed that he will report Committee discussions and actions to the Mead Public Library Board.
13. The date of the next meeting will be February 28th or as needed.
14. Johnson **moved** to adjourn the meeting. **Seconded** by Quinn. The motion **passed**. Zylman adjourned the meeting at 3:10 p.m.